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Assistant Comptroller

Chief, Budget Division

Advances from Other Agencies to the Internal  
Working Funds of this Agency

1. Attached is a schedule which has been prepared on the so-called "X" accounts as of 30 June 1979. It will be noted that the allotment numbers have been changed discontinuing the use of the "X" designator except on those accounts which are actually "no year". A substantial number of these accounts have been redesignated as annual funds. In accordance with Comptroller Instruction Number 75, all accounts maintained by Finance and Fiscal Divisions which involve these advances will be identified as "G".

2. It is proposed that periodic reports be made to the parent agencies from whence advances deposited into these accounts were made. It is my thought that such reports should be prepared at least on a quarterly basis, and more frequently, if the other agency indicates a desire for more frequent reports. In view of the sensitivity of the use of certain of these advances and to the possibility that reports are being submitted by the administering offices on a few of them, it will undoubtedly be necessary to work with the offices administering the account to determine the character of the report to be submitted. It appears practicable that since you arranged for receiving the money, that you also take on the responsibility of monitoring the preparation and transmission of the reports to the other agencies involved. Responsibility for the preparation of the report, of course, could be assigned to the office or division (usually the Finance or Fiscal Division) having primary records on the advance. If such reports are prepared, it is suggested that copies be made available to the administering office and to the Budget Division.

3. In addition it is suggested that you handle the disposition of unobligated balances in these accounts which are no longer available for obligation. It will be noted that nine of the accounts listed in the attached schedule have unobligated balances which are now unavailable for obligation. This Division has not audited these figures and it may be necessary to have someone review the validity of the financial reports before making any adjustments. In addition it might be advisable

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to delay the return of unobligated balances of these advances until during the second year after the funds lapse for obligation purposes. Due to the problems inherent to the lapsing of funds into the general fund of the Treasury, it is believed that we should return all unobligated funds to the parent organization, and that such funds should be lapsed into the Treasury by the parent organization rather than by CIA.

4. Your consideration of these proposals will be greatly appreciated.



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**Attachment**

BD/COMP/CNM/sml/odb (10 September 1959)

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